CHAPTER 1

GENERAL ADMINISTRATION

LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Describe the basic reports and logs used by work center supervisors.
2. Identify the primary sources of technical and non-technical job-related information.

INTRODUCTION

Throughout your career as a Fire Controlman, you will be involved with receiving and passing on job-related information. The bulk of that information will be contained in reports, logs, and formal publications. This chapter discusses the reports, logs, and publications of importance to you.

Reports and logs are bywords in general administration, without which the performance of many functions would be nearly impossible. As a Fire Controlman, you will be involved with either creating or maintaining various administrative reports and logs in such areas as supervision and assignments, space upkeep and cleanliness, supply and logistics, funding allocation, and tool, consumables, and equipage procurement.

Job-related publications are excellent for discovering new techniques in troubleshooting and testing equipment, obtaining updates on safety procedures, and increasing your knowledge of electronics. These publications are very important to every Fire Controlman technician. Therefore, they must be maintained correctly and updated promptly.

As a Fire Controlman technician or supervisor, you have the responsibility for properly applying the information contained in this chapter and for enhancing your administrative skills. As a work center supervisor, you should ensure that your technicians are aware of the procedures for maintaining and updating various information sources (publications) of importance to them.

REPORTS AND LOGS

Reports and logs, like inspections, are "necessary evils" to the technician. Without reports and an accountability system, maintenance and repair would be almost impossible. There would be no way to maintain supply support for equipment, and no way to know what equipment is on board, its quantity, or location.

This section discusses some of the more important reports and logs you will use.

GETTING UNDERWAY REPORTS

Getting underway reports are also known as "pre-underway check-off lists" or equipment status reports. The Department Head or Combat Systems/ Weapons Officer is normally responsible for turning in this report before the ship gets underway. Normally there will be a check-off list of equipment and events that need to be done 72-hours, 48-hours, 24-hours, 12-hours, etc. before your ship's underway time. These reports are usually locally generated forms and therefore their content and format may vary among commands. You may be asked to furnish information about the equipment in your work center or about such diverse areas as major systems status, estimated time of repair, power outages, and minimum discernible signal (MDS) readings from radars. You will also be required to initial or sign your name on this check-off list to verify your equipment status. Therefore, it is important that you give timely and accurate information so that your ship can get underway without any delays.

EIGHT AND TWELVE O' CLOCK REPORTS

Eight and twelve o' clock reports are similar to "getting underway reports." These are daily reports that give the commanding officer a specific look at the daily status of all major equipment on board the ship. They provide information on major weapons systems status, estimated time of repair, part ordering status, and daily system operability test results. Twelve o' clock reports are turned in to the commanding officer (or the command duty officer if the commanding officer is absent) just before 1200 each day and are logged into the ship's Deck Log. This is normally coordinated by the Officer of the Deck and delivered by the Messenger of the Watch or Petty Officer of the Watch. Eight o' clock reports are turned in every evening at about 2000 to the command duty officer during inport duty days or to the commanding officer if the ship is underway. Eight o' clock reports have the same type of information as twelve o' clock reports. These reports are all ultimately turned into the commanding officer by duty department heads of all the major departments, not just the combat systems department. As a supervisor you will be required to give information about the status of your equipment to the duty department head. Therefore, it is important that you give accurate and up-to-date information to insure support for equipment maintenance and casualties. Look at your ship's local instructions to find out what specific reports are required for your ship for both eight o' clock and twelve o' clock reports.

CASUALTY REPORTS

Casualty reports (CASREPs) are a method your ship uses to communicate in a written message format your ship's need for outside assistance to fix a broken piece of equipment. The reason you might need to send this report can vary. However, normally it will be either because the part you need is not in your supply system or because you need greater technical expertise to fix your equipment. Your CASREP message will result in getting your equipment fixed and operating in a quick and timely manner.

The casualty report (CASREP) system contains four types of reports: initial (CASREP), update (CASREP with a serial number change), correction (CASCOR), and cancellation (CASCAN). CASREPs are not a substitute for 3-M data, but they are in addition to and complement it. Information on the preparation and submission of casualty reports is contained in *Operational Reports*, NWP 1.03-1 (IC 1) (formerly NWP 10-1-10).

WORK-CENTER LOGS

Every work center requires many types of logs to work efficiently. The logs mentioned here do not compose a comprehensive list, nor are they all mandatory. They are included to give you an overview of what logs may be required and used on a routine basis in your work center. Always check with your ship's local instructions concerning your work-center's specific log requirements. The logs discussed here include the work-center pass down log, trouble log, supply log, PMS accountability log, tag-out log, and smooth log.

Work-Center Pass Down Log

Work-center pass-down logs are not considered formal documents. They usually contain specific information about equipment that is helpful to the technician for maintenance, trouble shooting, and ordering of parts. Most work centers use a blank book (available through supply) labeled with the work center name and kept with other important documents, such as the 3-M manual. Entries are made with pen and ink by the leading petty officer, work center supervisor, or repair parts petty officer. Each entry is dated and gives enough information to clearly communicate what the problem or sequence of events is. Information can be routine, as in regular maintenance checks, or it can be casualty related. It's up to you how you want to design your work center log so that it's useful for your work center. If you develop the habit of making daily entries, you will be able to determine how long consumable parts actually last before they need to be replaced (consumable parts are those parts you replace on a regular basis, such as filters). There is no formal requirement to keep a work-center log; however, it is highly recommended that you spend the time and energy to maintain one. A work-center log, if properly maintained, is an invaluable tool in getting to know your specific equipment. It can help you to see trends in your system's performance and track recurring casualties resulting in an informal, but accurate, history of your equipment. Not only will it help you, but it will also help future technicians in doing maintenance and trouble shooting long after you have transferred.

Trouble Log

Trouble reports and logs are usually filled out each time an equipment trouble is detected. They are generated locally and are a great help in filling out 3-M documents because they tell you what equipment is affected, the nature of the trouble, and the time of the failure. After you have corrected the trouble, you should make an entry in the report or log stating that the correction has been completed, including the date of completion and your signature.

Sometimes equipment belonging to someone else but located in your work center breaks. An example of this might be a bad phone circuit or a blown fuse. In these cases you should call the respective "trouble call" desk. This might be Damage Control Central (or equivalent) or the Combat Systems Officer of the Watch (CSOOW). The trouble call desk will give you a number that represents your call and the associated fault. Each trouble desk has its own log and will record your trouble call in it. Make sure that you put this number in your work center's trouble log to ensure that you also have a record of the fault. You can use a blank book, binder, folder or whatever you think will get the job done in keeping accurate records of these types of faults. It's a good idea to have the person correcting the fault sign or initial the log after the fault has been corrected. This will give you an accurate history of your work center's non-equipment related casualties.

Other locally generated logs that may be used are test equipment checkout logs (to track test equipment on loan to other divisions), consumable usage logs (to track the use of consumable supplies), and tool accountability logs (to track tools issued to individuals).

Supply Log

Your work center uses the supply log to list and keep track of parts you have ordered in order to support equipment maintenance or repair. Normally the person assigned as Repair Parts Petty Officer (RPPO) will make entries and update the supply log as required. This log is kept in your work center with other important records. You can either use a pre-printed form that is already divided into rows and columns (ordered through your supply system) or create your own record. An important thing to remember is to be consistent in making entries when you order, receive or update parts for your equipment. This will ensure that you get parts support in a timely manner and that you don't waste time and money because of careless supply log maintenance. Your supply department will give you specific directions on keeping a good supply log and will direct you in complying with your ship's instructions. There are specific personnel qualifications standards for repair parts petty officer that will guide you in preparing a supply log and in performing the duties of a good repair parts petty officer. Check with your divisional chain of command or the supply department for the latest requirements and training for repair parts petty officer.

Preventative Maintenance System (PMS) Accountability Log

The PMS accountability log is used to keep track of maintenance performed on a system or piece of equipment within the last 13 weeks. It documents the maintenance done on equipment according to the maintenance requirement card (MRC), the actual date maintenance was completed, and the signature of the person who did the actual maintenance. This is a required log in your work center and is subject to routine inspection. Inspection of the PMS accountability log is usually done on a weekly basis, but can be done at any time. For specific instructions for your work center, check your ship's instructions and the 3-M manual.

Tag-Out Log

The tag-out log documents the issuing of safety tags (normally danger tags) required for maintenance or repair of equipment. This log is commonly referred to as a "laminated tag-out log." This program is authorized by the commanding officer. At the discretion of the commanding officer, certain work centers are allowed to use laminated danger tags. The ship will have a local instruction that details all requirements for this program and what the commanding officer expects of work centers that are allowed the privilege of using laminated danger tags. Laminated danger tags are numerically serialized danger tags that are laminated for use in routine, periodic maintenance. They are filled out with grease pencil and subject to the same type of signature requirements and logging as any danger tag. Laminated tags can only be used for one working day and may not be used for maintenance or repair that extends beyond the normal work day. If a danger tag is needed for more than one working day, the normal tag out procedures for the department apply. Laminated tags are audited on a daily basis by the work center supervisor and on a weekly basis by the division

officer. Specific requirements for the proper method of tag out are discussed in your ship's instructions, the 3-M manual, OPNAVINST 5100.19C *Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat*, NAVSEA S0404-AD-URM-010/TUM, *Tag-Out User's Manual (TUM)*, and COMNAVSURFPACINST 5101.2H CH-1, *Equipment Tag-Out Procedures*.

Smooth Log

The smooth log contains all baseline data (information about your system when it was first installed) for all weapon systems on your specific ship. It also contains the latest data on your weapons systems, based on the most recent maintenance, overhauls, or testing completed. This data consists of information such as radiation cut-out zones for radar, radar transmitter tests, system operability tests, pre- and post-fire checks, train and elevation measurements, pre-aim calibration gun exercises, towed target exercises, and other important tests, measurements, and exercises. The smooth log is actually more than one volume and is normally kept wherever the Combat Systems Officer of the Watch (CSOOW) stands watch.

Q1. What resources should you use to determine what reports should be turned in for your ship's eight o'clock reports?

Q2. What are the four types of casualty reports used in the casualty reporting system?

Q3. How often should laminated tags be audited?

INFORMATION SOURCES

Many types of information sources apply to your job. Use them. They may be periodicals (bulletins, magazines, or messages), schematics, work-center logs, instructions, or applicable modules in the *Navy Electricity and Electronic Training Series* (NEETS). You may also use individual command logs to keep an accurate history of equipment performance and the location of test equipment. New personnel may use the various information sources to bring themselves up-to-date on new procedures and troubleshooting techniques. In addition, they may use the work center's logbooks to learn the operating history of the equipment they are assigned to maintain.

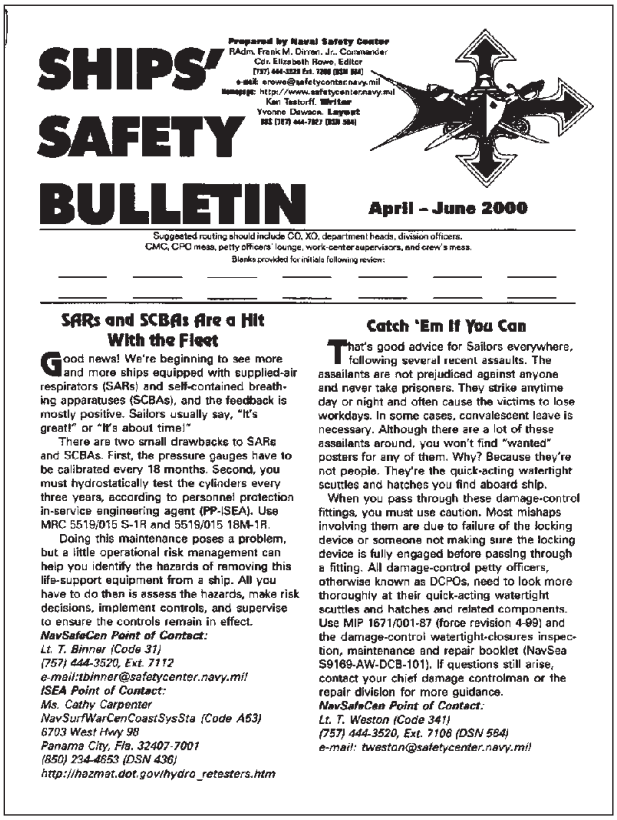
You may want to use technical periodicals to keep current of any changes or policies affecting equipment configuration and safety-related items. Periodicals also contain important information that may affect you as a Fire Controlman. **Remember, however, that most periodicals are only for informational purposes and do not change or supersede applicable policies, directives, or instructions.**

SHIPS' SAFETY BULLETIN

The *Ships' Safety Bulletin* is published quarterly by the Naval Safety Center, Norfolk, Virginia. The bulletins cover all aspects of safety information, from electrical safety shoes to revisions of safety courses. If your work center does not maintain copies of the *Ships' Safety Bulletin*, contact your ship's Safety Officer to get a copy so you can keep current on safety-related items. These bulletins should be kept in hard binders in chronological order, as they are filled with technical and safety information that everyone in the shop should have available for use. Figure 1-1 illustrates a front cover of a *Ship's Safety Bulletin*.

AFLOAT SAFETY ADVISORIES

Afloat safety advisories are in message format and advise commands of current and emergent safety-related items. Your command may obtain them on a floppy disk from the Naval Safety Center.



SHIPS' SAFETY BULLETIN

Prepared by Naval Safety Center
RAdm. Frank M. Dinter, Jr., Commander
Cdr. Elizabeth Howe, Editor
[757] 444-3520 Ext. 7208 (DSN 564)
e-mail: ehowe@safetycenter.navy.mil
Homepage: http://www.safetycenter.navy.mil
Ken Testorff, Writer
Yvonne Dewace, Layout
DSN [757] 444-7927 (DSN 564)

April – June 2000

Suggested routing should include CO, XO, department heads, division officers, CMC, CPO mess, petty officers' lounge, work-center supervisors, and crew's mess.
Blanks provided for initials following review:

SARs and SCBAs Are a Hit With the Fleet

Good news! We're beginning to see more and more ships equipped with supplied-air respirators (SARs) and self-contained breathing apparatuses (SCBAs), and the feedback is mostly positive. Sailors usually say, "It's great!" or "It's about time!"

There are two small drawbacks to SARs and SCBAs. First, the pressure gauges have to be calibrated every 18 months. Second, you must hydrostatically test the cylinders every three years, according to personnel protection in-service engineering agent (PP-ISEA). Use MRC 5519/015 S-1R and 5519/015 18M-1R.

Doing this maintenance poses a problem, but a little operational risk management can help you identify the hazards of removing this life-support equipment from a ship. All you have to do then is assess the hazards, make risk decisions, implement controls, and supervise to ensure the controls remain in effect.

NavSafeCen Point of Contact:
Lt. T. Binner (Code 31)
(757) 444-3520, Ext. 7112
e-mail:tbinner@safetycenter.navy.mil
ISEA Point of Contact:
Ms. Cathy Carpenter
NavSurfWarCenCoastSysSta (Code A53)
6703 West Hwy 98
Panama City, Fla. 32407-7001
(850) 234-4653 (DSN 436)
http://hazmat.dot.gov/hydro_retesters.htm

Catch 'Em If You Can

That's good advice for Sailors everywhere, following several recent assaults. The assailants are not prejudiced against anyone and never take prisoners. They strike anytime day or night and often cause the victims to lose workdays. In some cases, convalescent leave is necessary. Although there are a lot of these assailants around, you won't find "wanted" posters for any of them. Why? Because they're not people. They're the quick-acting watertight scuttles and hatches you find aboard ship.

When you pass through these damage-control fittings, you must use caution. Most mishaps involving them are due to failure of the locking device or someone not making sure the locking device is fully engaged before passing through a fitting. All damage-control petty officers, otherwise known as DCPOs, need to look more thoroughly at their quick-acting watertight scuttles and hatches and related components. Use MIP 1671/001-87 (force revision 4-99) and the damage-control watertight-closures inspection, maintenance and repair booklet (NavSea S9169-AW-DCB-101). If questions still arise, contact your chief damage controlman or the repair division for more guidance.

NavSafeCen Point of Contact:
Lt. T. Weston (Code 341)
(757) 444-3520, Ext. 7106 (DSN 564)
e-mail: tweston@safetycenter.navy.mil

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Figure 1-1.—*Ships' Safety Bulletin*.

FATHOM

Fathom, an afloat safety review magazine, shown in figure 1-2, is published quarterly by the Naval Safety Center. Its articles pertain to safety issues concerning surface and submarine forces and it is distributed primarily to these forces.

ASHORE

Ashore, a shore safety review periodical in magazine format, is published quarterly by the Naval Safety Center. *Ashore* is an official publication, approved for distributing safety-related information to inform naval personnel on current safety concerns and emerging developments within their areas of expertise. Although the contents of this periodical are informative, they are not directive. *Ashore* presents good articles and is a beneficial addition to any shore-based Fire Controlman's reference library. Figure 1-3 illustrates a front cover of an *Ashore* magazine.

TECHNICAL MANUALS

Throughout your training you have become familiar with technical manuals. They are a key

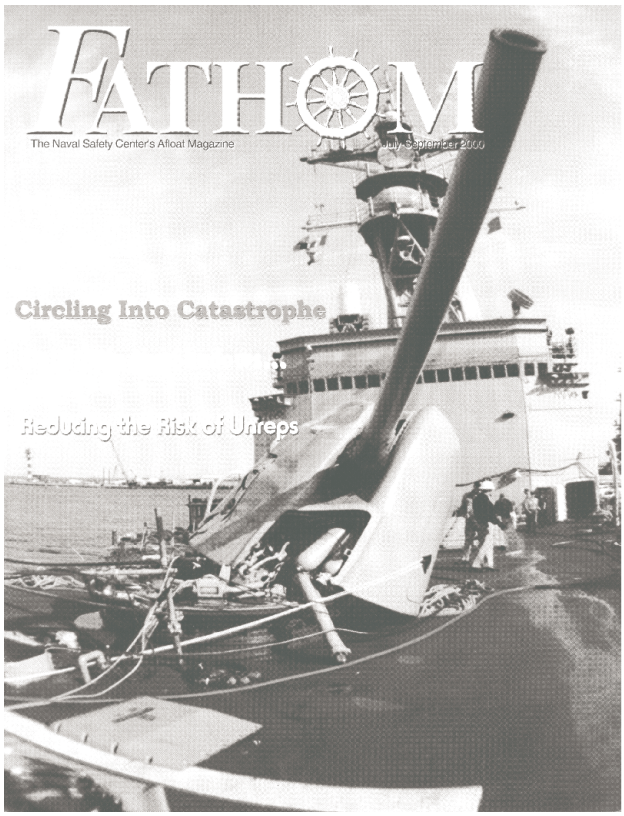

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Figure 1-2.—*Fathom* magazine.

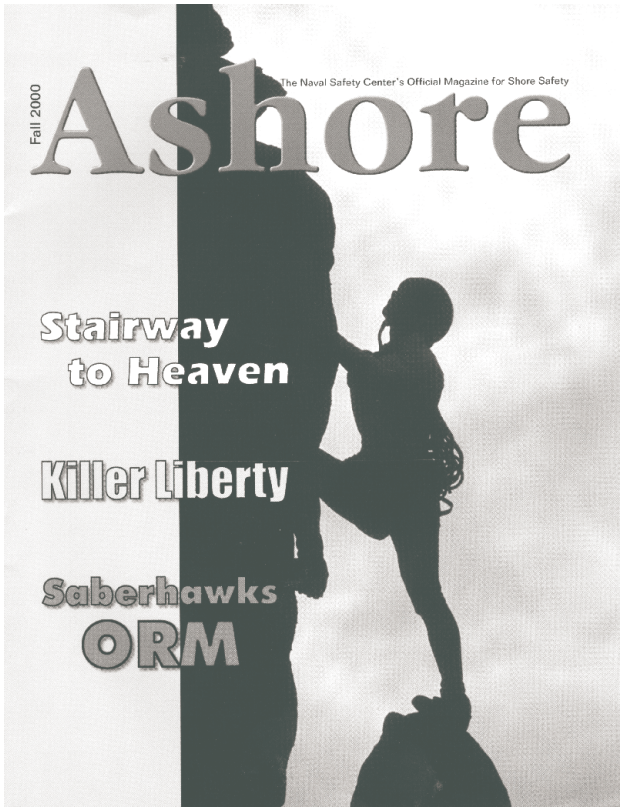

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Figure 1-3.—*Ashore* magazine.

ingredient in understanding and maintaining your equipment. Every system in the Navy has its own set of technical manuals that explain its operation in detail. The technical manuals for your equipment will include diagrams for various voltages and computer signals that are important to your system's operation. Most of these diagrams will give you enough information to follow the flow of these voltages and signals, only identifying circuit cards or assemblies that directly effect the operation of your system. They are not true schematics in that they do not identify every component in every assembly. In addition to technical manuals, each system will have some type of newsletter or bulletin published on a regular basis that gives you helpful information about your system. This newsletter may be published monthly, quarterly, or as funds allow for the publisher. It will contain technical articles and information to help you in trouble shooting and maintaining your gear. It is well worth your time to read the newsletter that applies to your equipment.

Q4. What source should you contact first to obtain a copy of the Ships' Safety Bulletin that your work center does not have?

Q5. Afloat safety advisories are published in what format?

INSTRUCTIONS

There are many instructions in the Navy, and to keep them all in your work center would be unrealistic. However, many instructions contain important information pertaining directly to your FC world, such as electronic safety and hazardous material control. When you come across this information, make a copy of it and keep it in a binder for reference in your work center. Remember to keep this binder current as you receive official changes to your instructions.

SUMMARY

This chapter has briefly discussed the various reports, logs, publications, and technical sources you will see in everyday life at your command. Some of these (such as the 3-M manual) are required reading for all FC's and some (i.e., local instructions) are only required at your specific command. It is your responsibility to find out what your local requirements are and to seek out the appropriate supporting instructions. Talk with your work center supervisor, leading petty officer, chief petty officer, and others in your chain of command to find out what your administrative requirements will be. Although this part of your job may seem the least fulfilling, if you do it properly, you will have a good record of your equipment's operational and maintenance history that will help you get the parts you need for maintenance and repair. You will also be able to leave a good record trail for new personnel to follow. Do not overlook the importance of these administrative tasks for yourself and your fellow FC's.

ANSWERS TO CHAPTER QUESTIONS

A1. Your ship's local instructions.

A2. Initial (CASREP), update (CASREP with a sertial number change), correction (CASCOR), and cancellation (CASCAN).

A3. Laminated tags are audited on a daily basis by the work center supervisor and on a weekly basis by the division officer.

A4. Contact your ship's Safety Officer.

A5. Afloat safety advisories are in message format and come on a floppy disk from the Naval Safety Center.